

Lowell Public Schools
Lowell, Massachusetts

Chief Schools Officer

ABOUT LOWELL PUBLIC SCHOOLS:

The Lowell Public Schools (LPS) is one of the largest districts in Massachusetts, currently enrolling more than 14,150 students in grades PreK-12. LPS has a dedicated school community committed to serving our students and families. The Lowell Public School System provides an inspiring, engaging and empowering education by creating the “Pillars of Urban Excellence” to support and drive its vision:

- The Limitless Potential of all Teachers and Students
- School Cultures that are Welcoming, Respectful, Safe, and Healthy
- Collaborative, Professional Growth of Educators Throughout their Careers
- Partnerships with Schools, Families, and the Community
- Equity and Transparency in all our Actions and Interactions

Our school traditions and activities are enjoyed not only by our students, but by the community as well. Our students enjoy: Field Trips, Celebrations, Student Assemblies, Science Fair, Reading and Writing Events, Family Nights, Special Recognition Events, Civic and Social Justice Activities, Knowledge Bowl, Athletic Activities, Extended Day Programs and more. We provide many parent/guardian engagement activities and meetings. We encourage parents/guardians to participate.

PROFESSIONAL QUALIFICATIONS:

Overview: JOB GOAL

The Chief Schools Officer (CSO) is a member of the Superintendent’s Executive Cabinet and works within the Office of Teaching and Learning. The CSO is the primary rating officer for all principals and has direct responsibility for coaching and supporting principals and school-based teams to improve the quality of teaching and learning and close opportunity gaps in every classroom. The CSO also leads the district’s professional development, data, performance management and student assessment functions, and is responsible for appropriate use of data and first-hand observations to become an expert on what schools need and then working with all relevant departments within the Lowell Public Schools to achieve the district’s goals

for each school site.

PERFORMANCE RESPONSIBILITIES:

Role as a Member of the Superintendent's Executive Cabinet

- Keeps the Superintendent informed on issues, needs and operation of all school-based instructional programs.
- Offers professional advice to the Superintendent on items requiring action with appropriate recommendations based on thorough study and analysis.
- Interprets, supports and carries out the intent of all Lowell School Committee policies and procedures.

Specific Programmatic Responsibilities

- Coordinates all centralized professional development for instructional staff.
- Serves as an instructional coach and primary rating officer for principals.
- Develops and monitors school improvement plans with principals and school teams.
- Designs and implements a system-wide performance management system.
- Develops and maintains data reporting systems.
- Sets concrete academic goals and tracks achievement of benchmarks for all schools.
- Oversees the school system's student discipline program.
- Supervises the District's Attendance Office.
- Works closely with the District's other academic and operational offices to coordinate timely and relevant supports for schools.

Other Responsibilities

- Works with parents and the community, responding to concerns of individuals and/or community groups.
- Maintains effective communication with students, staff and parents.
- Works with school-based and district-wide teams.
- Identifies and report of trends, needs and 'best practices' in teaching and learn
- Responds to questionnaires, surveys, and correspondence from research or professional organizations requesting information of the District's student services program.
- Attends regular meetings of the superintendent's staff and serve actively to improve communication, cooperation and planning.
- Attends Lowell School Committee meetings and prepare such reports for the School Committee as the Superintendent may request.
- Assists in the preparation of the annual budget and recommends prudent management decisions concerning budget modification.
- Acts for the Superintendent of Schools when so directed by the Superintendent.

- Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent.

Qualification:

REQUIREMENTS

The successful applicant for this position must possess:

1. A master's degree or higher from an accredited college or university.
2. Licensure valid for services as a Superintendent in the Commonwealth of Massachusetts, or eligible for licensure as a Superintendent in the Commonwealth of Massachusetts.
3. At least 10 years in education, including successful teaching experience and experience as a school principal.
4. Highly developed interpersonal and organizational skills.
5. Demonstrated success in the design, implementation and assessment of school-based programs in a highly diverse urban environment.

REPORTS TO: Superintendent of Schools

EFFECTIVE DATE OF EMPLOYMENT: Negotiated upon hire

TERMS OF EMPLOYMENT: Twelve month position

SALARY: In the range of \$150,000 commensurate with educational level and experience

The posting of this position will be effective as TBD Applications will only be received through the Lowell Public Schools Personnel Office website, via the on-line application system.

<http://www.lowell.k12.ma.us>

Lowell Public Schools
Office of Personnel & Recruitment